

**COMMISSIONERS' MINUTES  
KITTITAS COUNTY, WASHINGTON  
BOCC CONFERENCE ROOM  
REGULAR MEETING  
HR STUDY SESSION**

**TUESDAY**

**10:00 AM**

**6/26/2018**

Board members present: Paul Jewell, Obie O'Brien, Laura Osiadacz

Others: Jodi Hammond, Elishia Harvill, Greg Zempel, Lisa Young, Jeanne Killgore

**1. CALL TO ORDER**

The meeting was called to order at 10:05 PM.

**2. STAFFING DISCUSSION/DECISION – PROSECUTOR'S OFFICE**

Office Administrator Harvill briefly reviewed the Prosecutor's Office proposal to create an exempt Assistant Office Administrator position and move their current Legal Assistant (LS) III into that role. Deputy Prosecuting Attorney (DPA) Hammond and Prosecuting Attorney Zempel were present to answer any questions the Board may have. Administrator Harvill reminded the Board that this was a continuation of discussion from a previous study session in which she was tasked with finding more reliable funds to support the proposal. Administrator Harvill presented a plan to fill a current LS II vacancy with an LS I in order to create more funding. She also noted that funds from the recently renewed Victim Witness Grant would be used to partially fund the LS I position, effectively freeing up other departmental funds to go towards the Assistant Office Administrator wage and increased wages for the Office Administrator. Commissioner O'Brien questioned the longevity of such a plan, inquiring about the LS I and LS II wage scales and eligibility for advancement, increased wages and impacts to the budget. Commissioner Jewell questioned the comparable data that was used to create the proposed wages for the Office Administrator and expressed concerns that the comparable data may not be an appropriate comparison to the role of Office Administrator.

DPA Hammond then presented a report of current Kittitas County DPA wages as compared to surrounding counties. She expressed concerns about recruitment and retention of Prosecutor's Office staff based on wages. The Commissioners requested that HR Director Young work with the Prosecutor's Office to review their data against the County wage survey and bring more information back to the Board.

After some discussion, Commissioner Jewell suggested that, due to time constraints, the Prosecutor's Office schedule a special meeting to discuss this topic further.

**3. REQUEST APPROVAL FOR JOB CARVE POSITION FOR KVEC**

HR Director Young presented a proposal for a 10 hours per week job carve at KVEC to perform custodial duties. Commissioner Osiadacz and Commissioner Jewell approved the request.

**APPROVED**  
12/11/18

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**4. REVIEW FOR CONSIDERATION – RODEO WALL OF FAME**

Commissioner O'Brien presented a plan to install a rodeo wall of fame in the entry way of the KVEC Armory. Commissioner Jewell suggested that Commissioner O'Brien come up with a strategy and bring it back to the Board. Commissioner O'Brien will gather cost information for a glass display case and bring it back to the Board for further discussion.

**5. REQUEST ADDITIONAL FUNDING FOR FAIR SERVICE PROVIDER RATE INCREASE**

Director Young introduced a request from the Fair Board to provide 3 Peak Outfitters with an increase to their fair service provider rate of \$1,200 to \$3,200. She explained that the KVEC Fair Board can pay for \$1,000 of the increased rate, and they would like to ask the Board of County Commission to pay the other \$1,000. Commissioners Jewell, O'Brien, and Osiadacz agreed to the proposal.

**6. REVIEW DRAFT POLICY – RECRUITMENT**

Due to time constraints, the Commissioners chose to table this discussion until the next meeting.

**7. BUDGET RETREAT UPDATES**

Director Young provided a brief overview of items that she will present at the upcoming budget retreat. These items include an Alliant/Benefits update, an explanation of the Elected Official salary process, and 2019 wage scale adjustments. Commissioner Jewell requested that Director Young bring a description of the new Paid Family Leave policy as well.

**8. OTHER BUSINESS**

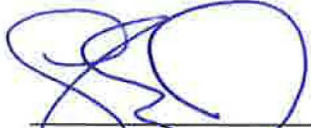
Director Young briefly discussed two new seasonal maintenance positions to be filled at KVEC. No action needed.

**9. ADJOURN**

The meeting was adjourned at 11:06 AM.

**KITITAS COUNTY COMMISSIONERS  
KITITAS COUNTY, WASHINGTON**

  
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Lisa Young, HR Director

  
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Laura Osiadacz, Chairman